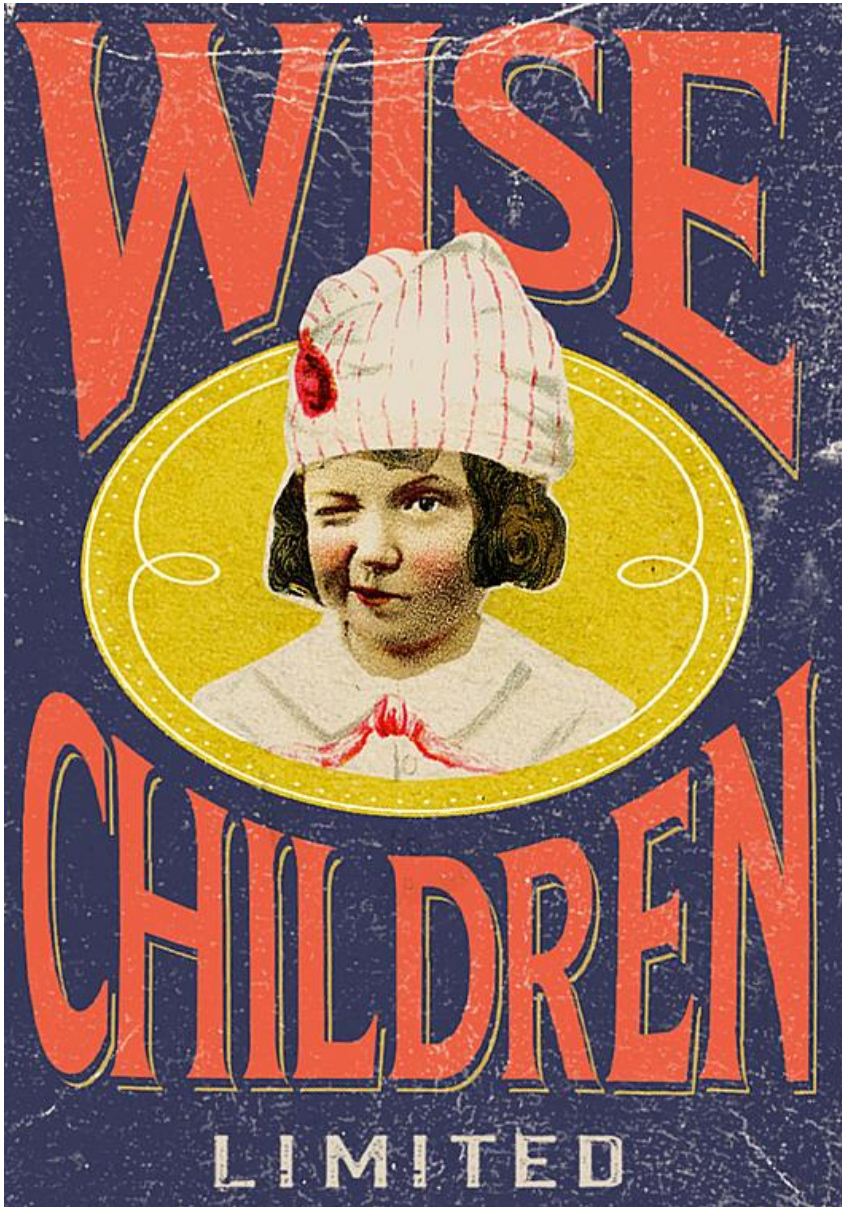


WISE CHILDREN



WISE CHILDREN
ASSISTANT PRODUCER
JOB PACK

MARCH 2021

About Wise Children

Wise Children is a new theatre company, created and led by award-winning director Emma Rice. We are an Arts Council National Portfolio Organisation, currently based in Bristol. We make ground-breaking work with exceptional artists which tours the UK and internationally. We run a unique professional development programme, the School for Wise Children, training a new and more diverse generation of theatre practitioners.

The company launched in 2018, and our first production was *Wise Children*, an adaptation of Angela Carter's iconic novel, adapted and directed by Emma. The show premiered at London's Old Vic, where it played for five weeks before touring the UK. In 2020 a film of the show aired on BBC4 as part of the Culture in Quarantine season.

Our second show was *Malory Towers*. As well as making the new show, we built a pop-up venue for it, transforming a disused wing of Bristol's Victorian train station into our own theatre, where *Malory Towers* played for five weeks over summer 2019. The production will be revived in spring/summer 2021.

Our third show was new musical *Romantics Anonymous*, which opened at Bristol Old Vic in January 2020 before its planned American tour was cancelled due to the pandemic.

Like so many others, our plans for the year stalled.... But we're led by Emma Rice, and she's not one to sit around waiting to be told what to do. We quickly found ways to fill the lockdown hours!

In April we launched Wise Radio, which runs 24/7 playing music curated by our team alongside our very own chat show, *Tea & Biscuits*. In June we added Wise TV, a Twitch channel bringing together existing video content with a new series of interviews with Emma, broadcast live from her home. In July we moved our School for Wise Children training online: seven high level courses, 14 top industry tutors, nine public webinars, 42 students, 21 free places, and over 100 hours of zoom teaching.

Then we had a big idea. Could we scale up these digital experiments, and livestream a whole show? The answer was yes, and in September Wise Children became the first company to broadcast a fully staged production from a UK theatre after lockdown. We repeated the experiment with a second show in December, and our trailblazing live broadcasts have been seen by more than 40,000 and won our Technical Director the Stage Award for Achievement in Technical Theatre 2020.

Inevitably, plans for 2021 and beyond are less certain than we'd like them to be, but – at the time of writing – it looks like we will be making no less than three new shows before Christmas with live, digital, regional and international performances all in the mix. This will include our postponed adaptation of *Wuthering Heights*, a co-production with the National Theatre.

The Assistant Producer role

We are seeking an enthusiastic and highly organised individual to join the company as Assistant Producer. The Assistant Producer will support the planning, delivery and administration of all our touring shows. This is a hands-on role, and will involve working closely with Emma and her creative teams. We're looking for someone who has already done some producing or theatre administration, and wants to learn more.

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from candidates from Black, Asian or ethnically diverse backgrounds and candidates who self-identify as disabled and neurodiverse, and will interview all such candidates who meet the essential criteria. Wise Children is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

<p>Job Title: Assistant Producer Reports to: Executive Producer Contract: 1 year (with the possibility of renewal) Hours: 5 days / 40 hours per week Salary: £26,000</p>

Roles and Responsibilities

Production and Touring

- Carrying out availability checks for actors, designers and production personnel
 - Administrating contracts for actors, designers and production personnel
 - Contributing to the management of production budgets, in liaison with the Executive Producer and Finance Manager
 - Being responsible for the music rights for productions and liaison with PRS
 - Being the first point of contact for the Company Stage Manager whilst productions are developed and on tour
 - Overseeing booking of company travel, assisted by the General Manager
 - Overseeing relevant visas and work permits for tours, assisted by the General Manager
 - Maintaining company tour schedules, and liaising with the General Manager to ensure these are coordinated with the wider organisation schedule
 - Representing the company on tour as required
 - Managing press night seating and house seats
 - Researching and making contact with venues in the UK and abroad
 - When needed, creating and distributing production information packs to potential presenters
 - Responding to touring enquiries and maintaining and updating contacts
 - Producing extra events, such as talks, workshops and band nights
-
- Supporting the delivery of Research and Development projects

- Supporting the delivery of live broadcast and other digital projects, including box office and social media output

Other

- General support for the Executive Producer
- Coordinating the creation of show programmes and other merchandise
- Leading on the publishing of any playtexts created
- Keeping up to date with theatrical trends and artists, actors, writers, directors, designers and production personnel

Person Specification

The successful candidate will demonstrate the following skills, experience and personal qualities:

Essential

- At least two years' experience in theatre administration and / or producing
- Excellent verbal, written and interpersonal communication skills
- A high level of computer literacy and knowledge of IT systems
- Self-motivated with an ability to work flexibly and to use own initiative to solve problems proactively
- Excellent organisational and time management skills and the ability to manage a busy workload, prioritise and work to deadline and on budget
- Excellent attention to detail
- Willingness to work flexible hours
- Ability to remain calm under pressure and in dealing with unexpected situations
- Ability to work as part of a small team
- A passion for Emma Rice's work!

Desirable

- Knowledge and understanding of theatre union agreements and Equity/UK Theatre contracts

How to apply

To apply, please complete the application form [here](#)

All applications must be received **by 5pm on Thursday 25 March**

Successful shortlisted applicants will be invited to interview online in **w/c 5 April**

If you would like further information, support with access requirements for application or interview, or have any queries about the post, contact General Manager Steph Curtis:

steph@wisechildren.co.uk